



MEMORANDUM

To: PLANNING COMMISSION

Date: June 27, 2006

From: COMMUNITY DEVELOPMENT DEPARTMENT

Subject: SUMMER MEETING SCHEDULE

REQUEST

This item has been placed on the agenda to discuss the possible cancellation of the second Planning Commission Meeting in August.

RECOMMENDATION

Discussion/Commission discretion.

BACKGROUND

In past years, the Planning Commission has often scheduled a summer break by canceling their second meeting in August. Section 2.36.030 of the Municipal Code states that the Planning Commission shall hold regular meetings at least twice each month or as otherwise deemed necessary by the Commission. This provision has been interpreted as giving the Commission the latitude to cancel a meeting when a second meeting in that month was deemed not to be necessary. In addition to canceling an August meeting for vacations, the Commission has adopted a holiday schedule in November and December to avoid scheduling meetings close to Thanksgiving and Christmas.

At this time, there are no items scheduled for the August 22, 2006 meeting. If the August 22 meeting were cancelled, applications that would otherwise be scheduled for this date would be moved to the September 12, 2006 meeting.